



Heath Lane Academy

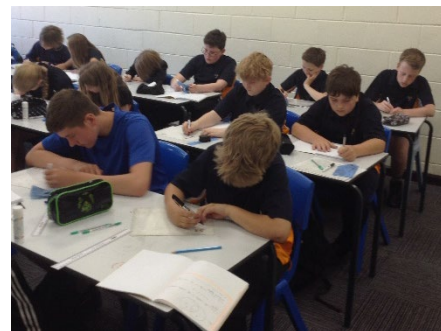
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Candidate Briefing Pack

Pastoral Leader: Heath Lane Academy





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Dear Applicant,

Welcome to Heath Lane Academy, we're part of the United Learning Midlands Secondary Cluster. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being we encourage you to apply.

Heath Lane Academy offers a vibrant, caring and aspirational learning environment for the young people of our community. Our mission is to 'develop good people' and we pride ourselves on the high expectations we have of our students in everything that we do. Our school has improved significantly in recent years and our pupil numbers continue to grow as a result.

Our school culture, based on our values of Work Hard, Be Kind and Be Respectful, demands that students are well behaved and demonstrate a positive attitude to their education. Students and staff understand that our strong culture gives our students the best possible chance to be successful in their lives and make a positive contribution to our community and wider society.

We prioritise academic success for all of our students and we are excited to be part of United Learning, one of the most successful Trusts in the country. We deliver an aspirational knowledge rich curriculum which is designed and implemented to ensure all of our students' 'graduate' to aspirational destinations. Our staff work collaboratively to innovate and plan exciting and inspiring learning, enabling our students to leave Heath Lane Academy with a lifelong love of learning.

We are passionate about our students learning beyond the classroom to develop a holistic education and strong character. These opportunities include volunteering in our community, Sports, Art, Drama, Music and much more.

Our school is proud to be at the centre of our community and our dedicated staff work incredibly hard to serve our young people for the benefit of our community. The quality of what we can offer can be judged by coming to visit us and seeing for yourselves.

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognize the powerful impact that collaboration and partnership have on colleagues. The Group's aim is to ensure that the technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions you may have ahead of submitting your application.

We very much look forward to hearing from you.

Mark Trimingham
Principal



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About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as 'the best in everyone' underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

- **THE BEST FROM EVERYONE**
- **POWERFUL KNOWLEDGE**
- **EDUCATION WITH CHARACTER**
- **LEADERSHIP IN EVERY ROLE**
- **CONTINUOUS IMPROVEMENT**



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Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

Benefits

- Perkbox - access to resources such as a discounted shopping platform and wellness hub including discounted gym membership
- Access to a dedicated employee assistance counselling and advice line
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments and optical services (eligible after 6 months service)
- Cycle to work scheme
- Car lease scheme
- LGPS Pension



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Job Description for Pastoral Leader

<u>Hours of work:</u>	37.5 per week, Mon to Fri, 7.45am – 3.45pm
<u>Contracted weeks:</u>	39 weeks pa
<u>Salary:</u>	£28,855 - £34,314 FTE (actual salary £24,898-£29,609)
<u>Reporting to:</u>	Assistant Principal
<u>Duration:</u>	Permanent
<u>Start Date:</u>	21 st August 2025

Job Summary:

We wish to appoint a Pastoral Leader working within a supportive and positive pastoral team under the Assistant Principal. You will ensure that pupils are supported to the best that they can be. The Pastoral Leader will address matters that arise skillfully and promptly dealing with behaviour, attitude, standards and engagement. The successful candidate will engage with parents to build and maintain positive relationships with the community and maintain excellent records of intervention, supporting the graduated approach to pastoral support.

Pastoral Leaders model good pupil conduct, dress code and professionalism. They are supportive of the school culture and instrumental in removing barriers to enable pupils to meet the demands of the classroom.

Main Duties and Responsibilities:

Support our Pupils



- To work as part of the Pastoral Team at the direction of the Assistant Principal to support pupils learning
- Monitor and intervene where appropriate and upload the academy standards including behaviour, attendance, attitude, uniform
- Carry out daily culture walks and monitor the academy climate and culture
- Communicate clearly with parents with regards to praise, sanctions and interventions
- Ensure prompt and accurate record keeping of pupil files and entries onto recording systems such as CPOMS, class charts and SIMS
- Undertake investigations into more complex cases as required to resolve points of conflict
- Develop the academy's range of interventions to support pupils
- Support the Behaviour Manager and provide cover in this area when needed
- Work with the Attendance team to improve pupil attendance through monitoring, phone calls, home visits and attending meetings as necessary
- Under the guidance of the Vice Principal and Assistant Principal, work with individuals and groups of pupils to help them achieve to the best of their ability
- Attend morning line ups to complete welfare checks on key pupils and focus groups

Support the School and Community

- Demonstrate the importance of inclusion, equality and diversity when working with pupils and colleagues and when representing the school at all times
- Build respectful and trusting relationships with pupils and families, acting as a role model for our professional behaviours and high aspirations
- Proactively engage with activities outside the classroom, working as part of a team to oversee pupils and support with activities such as; breakfast club, play times and lunchtimes
- Supervise pupils on visits and trips outside of school as required
- Collaborate with teaching staff and department heads to ensure a smooth transition and effective communication about lesson progress and pupil behaviour.

Person Specification Pastoral Leader

Criteria	Essential	Desirable
Qualifications		
GCSE English and Maths (grade C/4 or higher)	Essential	Application
Willingness to participate in training, particularly First Aid/Team-Teach	Essential	Application/Interview
Level 3 or equivalent qualifications, relevant to the role	Essential	Application
Support Teaching and Learning Qualification	Desirable	Application
Experience		
Working with children across the age and ability range appropriate to the role	Essential	Application/interview
Working in a similar role	Desirable	Application/Interview
Supporting pupils with additional needs	Desirable	Application/Interview



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Skills and Knowledge		
Ability to recognise potential barriers to learning and an ability to develop strategies to overcome these	Essential	Interview
Implementing different strategies to manage behaviour and social skills development	Essential	Application/interview
The ability to use IT effectively and familiarity with educational software and resources	Essential	Application/interview
The ability to establish effective, positive relationships with children, families and other professional colleagues	Essential	Application/interview
Knowledge of the role of external agencies and the role that they can play to provide support for pupils	Desirable	Application/Interview
Other		
Committed to the safeguarding of young people	Essential	Application/interview
Excellent written and verbal communication skills	Essential	Application/interview
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture	Essential	Application/interview

How to Apply

The deadline for receipt of applications **15th June 2025**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

You will need to complete a full application available under the Pastoral Leader (Maternity Cover) vacancy on our website www.heathlaneacademy.org.uk

Further information

To arrange an informal discussion regarding the role please email Melanie.Osborne@heathlaneacademy.org.uk

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.